Opportunities for Clerical Employment with the IRS

1124

Looking for an interesting, diversified clerical position? We have many at the Internal Revenue Service.

There are clerical openings in almost every IRS office across the country. Duties include filing, answering phones, collating, retrieving information from files, performing receptionist duties, and doing other, similar work.

Clerk-Typists perform the same duties as clerks, and must also type at least forty words per minute. Generally, one clerk-typist is assigned to work with a group of professional employees, and performs their clerical and typing work.

Secretaries must be proficient typists. Some must also take stenography at 80 words per minute, or be able to use a dictaphone. The secretary is generally the principal office assistant to one manager, and performs typing, clerical, and administrative duties.

Service Center Positions

The IRS has ten service centers where we do the bulk of the work involved in processing tax returns. We need some people to work in the Centers all year, and we need many hundreds to work in the Centers just during our busy season, which is approximately January through June.

The Service Centers are located at:

Fresno, California
Atlanta, Georgia
Covington, Kentucky
Andover, Massachusetts
Kansas City, Missouri
Holtsville, New York
Philadelphia, Pennsylvania
Memphis, Tennessee
Austin, Texas
Ogden, Utah

The primary clerical jobs at Service Centers are **Clerks**, **Data Transcribers**, and **Tax Examiners**.

Clerks may be required to file, answer phones, collate, retrieve information from files, perform receptionist duties, or do other, similar tasks.

Data Transcribers code and input information into our computer terminals, speeding the processing of tax returns.

Tax Examiners review tax returns for completeness, accuracy, and compliance with regulations.

Clerical employees have the opportunity to learn a great deal about how the IRS operates. Potential is excellent for advancement within the clerical ranks, as well as to paraprofessional and professional positions.

Depending on the length and quality of your experience and/or education, you can start at the GS-2, 3, or 4 level.

Part-Time Opportunities

In addition to year-round and seasonal positions, we have some positions available for people who want to work part-time (fewer than 40 hours a week).

How to Apply

Contact the Recruitment Coordinator for the office where you would like to work. Their addresses are listed in Publication 821, *IRS Recruitment Coordinators' Addresses*.

Equal Opportunity Employer

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